

**REGULAR BOARD MEETING
Elkhart Housing Authority
January 16, 2024**

The Board of Commissioners for the Housing Authority, City of Elkhart met in regular attendance at 4:30 p.m.; on Tuesday, January 16, 2024.

Board Members present: Willie Brown, Dan Boecher, Kristen Smole, and Synthia Billings
Board Members present via dial-in: Helenia Robinson

Staff members present: Angelia Washington, Todd Fielder, Erik Mathavan, Cordell Price, Cynthia Snowden, Jessica Brittain, Samantha Caretti, Tasha Andrews, Veronica Donaldson, Teri Ivory and Morgan Gibson-Day

Harris Law Firm Attorney present: Tramel Raggs

Audience members present: None

❖ **Audience Concerns:** None

❖ **Approval of Minutes**

Exhibit A — Approval of Meeting Minutes — December 14, 2023, Regular Meeting

All commissioners present voted to approve the December 14, 2023, meeting minutes. Commissioner Robinson voted to approve the December 14, 2023, meeting minutes via Ascension Meeting.

❖ **Approval of Vouchers**

Exhibit B — Approval of Vouchers — December 14, 2023

All commissioners present voted to approve the December 14, 2023, vouchers. Commissioner Robinson voted to approve the December vouchers via Ascension Meeting.

❖ **Executive Director's Report**

Exhibit C — Executive Director's Report

- **Human Resources:** Angelia reported 1 retirement, Clarence Jones, Director of Asset Management and 1 end of employment, Dachea Grey.

- **Comprehensive Improvements:**

Scattered Sites: No work during this time.

Riverside Terrace: No work during this time.

Washington Gardens: ServPro continued rehabilitation work of the 334-A Chapman Ave burn unit, specifically, they completed the instillation of all windows, siding replacement, and interior drywall. They also called for an inspection of the gas and electrical work to be able to complete the installation of the HVAC unit.

Waterfall High-Rise: Brown & Brown installed and painted the remaining three smaller doors along Waterfall Drive thereby completing the exterior door replacement project.

Rosedale High-Rise: Otis completed the modernization of the smaller cab and filed the necessary paperwork for a state inspection.

Jessica reported for the month of December, Riverside high-rise earned \$31,134.00 in Revenue and \$29,622.00 in Operating Subsidy Revenue. Jessica went on to say Riverside high-rise had \$72,414.00 in Expense without depreciation. Jessica reported Riverside high-rise had a loss for the month of December in the amount of \$(11,658.00). The previous past due rent was \$649.00, and the current past due rent is \$3,857.00. The increase in past due rent is \$(3,208.00).

Jessica reported for the month of December, COCC earned \$194,847.00 in Revenue. Jessica went on to say the COCC had \$90,580.00 in Expense without depreciation. Jessica reported the COCC had a profit for the month of December in the amount of \$121,118.00.

Jessica reported HCV had a profit for the month of December, in the amount of \$7,999.00. The net position YTD is \$218,306.00.

❖ **Old Business:** None at this time.

❖ **New Business:**

• **Rutger's University Executive Director Education Program**

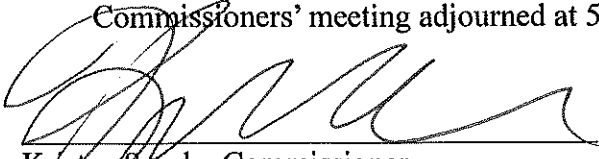
Angelia informed the commissioners that she has completed 2/3 of her Executive Director training through Rutger's University and she will be receiving her certification in January 2025. She stated that the state of New Jersey requires its executive directors and commissioners to undergo certification training, so PHADA developed this program through Rutgers. She said that she just got back from San Diego where she completed courses on Public Relations. She said that she just has 4 more sessions to attend to complete her certification. She said that the next 2 sessions will take place in May and the last 2 sessions will take place in September. Angelia thanked the board for their support. Commissioner Smole recalled Angelia's statement about New Jersey commissioners undergoing training. She asked if there was any training that they were expected to attend. Angelia said there isn't a lot, but she would like to add a commissioner's training to the budget for January 2025 scheduled to be held in Miami, Florida.

• **Executive Director Goals**

Angelia stated that the executive director's goals still need to be discussed. She stated that she was unsure if the commissioners would like to have an executive session to discuss these goals for the next year. Angelia said that they will need to discuss planning for Washington Gardens and establishing the committee. Commissioner Smole stated that she was unsure if establishing a committee would need to be on an agenda but she said that she would support Angelia with the development of Washington Gardens. Commissioner Brown asked Angelia if she would like a committee or if she would like to discuss it with the commissioners. Angelia stated that she would like to speak to the commissioners. She said that she had already requested an appointment with the city with Mary Kazcka. Commissioner Smole asked Angelia what she was expecting from this meeting. Angelia stated that she just wanted to sit down and have a conversation. Commissioner Smole informed Angelia that her meeting should include Mike Huber and Adam Fann. She asked Angelia to reach out to them and inform them that she recommended they attend the meeting. Commissioner Smole announced that she is leaving the City of Elkhart, and she will be employed with the Chamber of Commerce starting next week. Commissioner Smole further stated that she would be happy to attend the meeting as well as a commissioner. Angelia stated that she anticipates that HUD will be releasing funding soon for the Choice Neighborhoods planning. She said that she would like to start having conversations to prepare to apply for the grant once it's released. She said that she doesn't know how much is available now, but they have a grant for implementation, but you have to have a planning strategy before you can qualify for the implementation grant. Commissioner Smole stated that

❖ **Adjournment**

Commissioner Willie Brown without any objections declared the January 16, 2023, Board of Commissioners' meeting adjourned at 5:03 P.M.



Kristen Smole, Commissioner
February 15, 2024



Angelia Washington, Executive Director